



Iowa Department of Human Services

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INFORMATIONAL LETTER NO.1468

DATE: December 30, 2014

TO: Iowa Medicaid Home and Community-Based Services (HCBS) Waiver Providers, Targeted Case Managers, Case Managers, Department of Human Services (DHS) Service Workers and Supervisors, and Service Area Managers

FROM: Iowa Department of Human Services (DHS), Iowa Medicaid Enterprise (IME)

RE: Intellectual Disability (ID) Waiver Waiting List

EFFECTIVE: January 1, 2015

Effective January 1, 2015, the IME will begin implementation of a waiting list for the ID Waiver. This waiting list will include applicants for the ID Waiver who have not been issued a waiver slot before January 1, 2015.

Waiting List and Waiver Prioritization

The Iowa Administrative Code (IAC) allows the HCBS ID Waiver to have a waiting list and waiting list prioritization for all new applicants. Criteria for waiting list prioritization can be found in [Iowa Administrative Code 441.83](#)¹.

The following process will be implemented immediately:

1. The applicant will apply at the local DHS office or through the regular Medicaid application process.
2. Individuals will be placed on the waiting list based on the date of application.
3. The IME will send to the applicant form 470-5110, "Home and Community Based Services Intellectual Disability Waiver Priority Needs Assessment-Waiting List".
4. The applicant and/or their representative will complete the form and return to:
Iowa Medicaid Enterprise
Attention: HCBS Waiting List
PO Box 36330
Des Moines, Iowa 50315
5. The department will review the information and notify the applicant if there are changes in their placement on the waiting list.
6. Once a payment slot becomes available, the local Income Maintenance Worker will notify the applicant.
7. The applicant has 30 days to respond to the Income Maintenance Worker on whether they would like to continue with the application.
8. Applications will be processed through established processes.

¹ <https://www.legis.iowa.gov/docs/ACO/chapter/441.83.pdf>

Hospitalization or Nursing Facility Placement and Discharge

Questions have arisen regarding situations where a member currently on the ID waiver is admitted to a medical institution. The following two IAC references indicate that a member can maintain their ID Waiver slot upon discharge from a medical facility, as long as the noted criterion is met.

IAC 83.60(249): This IAC defines that a “medical institution” means a nursing facility, intermediate care facility for persons with an intellectual disability, or hospital which has been approved as a Medicaid vendor.

IAC 83.62(4)d: This IAC states that ID Waiver Eligibility continues until the consumer fails to meet eligibility criteria listed in rule 441—83.61(249A). Consumers who are inpatients in a medical institution for 30 consecutive days shall receive a review by the interdisciplinary team to determine additional inpatient needs for possible termination from the HCBS program. Consumers shall be reviewed for eligibility under other Medicaid coverage groups. The consumer or legal representative shall participate in the review and receive formal notification of that decision through Form 470-0602, Notice of Decision. If the consumer returns home before the effective date of the notice of decision and the consumer’s needs can still be met by the HCBS waiver services, the denial may be rescinded and eligibility may continue.

Reserve Slots

At this time, the department has received federal approval to reserve slots for individuals who are living in an Intermediate Care Facility for Persons with Intellectual Disabilities (ICF/ID) or children seeking Residential Based Supported Community Living (RB-SCL) services. Therefore, these individuals will also be given priority as funding slots become available.

Please submit any questions to Waiverslot@dhs.state.ia.us.